

Professional and Managerial Branch  
Planning Series

CHIEF URBAN PLANNER/LAND DEVELOPMENT  
CURRENT PLANNING  
06/83

#### CHARACTERISTICS OF THE CLASS:

Under general direction, plans, directs, supervises and coordinates the operation, functions and activities of the land development and current planning division, and performs related duties as required.

#### EXAMPLES OF THE DUTIES:

Plans, assigns, supervises and coordinates the activities of Personnel engaged in zoning, street names and addresses, site plans, special permits, master plans, special contracts and sub-divisions in the extraterritorial jurisdiction area.

Acts as Executive Secretary to the City Plan Commission, directs the preparation of the agenda, schedules for required public hearings, necessary public notification and legal documents; assures compliance with applicable city ordinances and state laws affecting land development regulation including subdivision, zoning, street vacations, addresses, site plans; makes presentations orally and in writing to the City Plan Commission; supervises staff support for the Subdivision Coordinating Committee, Mountain Committee and Department Heads Development Coordinating Committee.

Reviews and makes recommendations to the Director of Planning, City Plan Commission, Mayor and City Council on all master plans, subdivisions, zoning cases and related development proposals; reviews the comprehensive plan and related plans to assure consistency with State laws and City ordinances; recommends changes in the Comprehensive Plan as needed.

Directs the preparation of ordinances, standards and policies required to guide private and public development in accordance with the adopted comprehensive plans.

Meets with developers, other City departments and agencies and the general public to explain City ordinances and State laws regarding development of land; represents the Department of Planning before the City Plan Commission, Mayor and City Council, other boards and commissions on matters concerning land development.

Maintains legal documents and other records regarding land development regulatory actions of the Department of Planning.

Plans and directs the preparation of technical reports pertaining to current land use, zoning, subdivisions, land development standards and trends.

Acts on behalf of the Director in administrative and personnel matters when required by the Director in his absence or as assigned.

Supervises, trains, and evaluates the work of assigned professional and sub-professional personnel; enforces personnel rules and regulations standards of conduct and work attendance; enforces safety practices and procedures.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree (Master's desirable) in urban and regional planning, City planning, Public Administration or related field and six years of progressively responsible experience in the field of urban and regional planning, or related field, including two years at a supervisory level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of urban planning and land development regulation; considerable knowledge of Social Economic, environmental, and physical needs of a community; considerable knowledge of local and state laws and court cases affecting land development regulation.

Ability to initiate, develop, document and present recommendations on subdivisions, master plans, zoning, land development impacts; ability to analyze, interpret information and make recommendations; ability to prepare technical reports, regulations and procedures manuals; ability to communicate effectively, orally and in writing, ability to establish and maintain effective working relationships with fellow employees officials and the general public; ability to express oneself clearly and concisely both orally and in writing; ability to supervise train and evaluate the work of assigned personnel; ability to enforce personnel rules and regulations standards of conduct

and work attendance; ability to enforce safe working practices and procedures.

Physical Requirements: Sitting for long periods of time, mobility within an office environment, occasional operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Operator's License.

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Director of Personnel

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Department Head

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